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Winter 2009 Title I Administrative Workshop

Supplemental Educational Services



Agenda:

- **SES PPE Waiver**
- **Implementation Review**
- **Criteria for moving Choice/SES funds**
- **Evaluation and Monitoring**



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SES PPE Waiver

SES PPE Waiver:

- **PPE is calculated based on dividing the Title I Allocation by Census Poverty Number;**
- **SES PPEs shared in August via e-mail and on Title I Website were calculated only using the Basic Allocation (ARRA funds were not included);**
- **Waiver allows IDOE and districts to calculate the SES PPE without including ARRA funds;**
- **If a waiver is not submitted, the district's SES PPE must be recalculated (including ARRA funds), the SES PPE must be revised, SES Contracts and SES Agreements must be revised...all of these changes will also impact each student's tutoring sessions.**





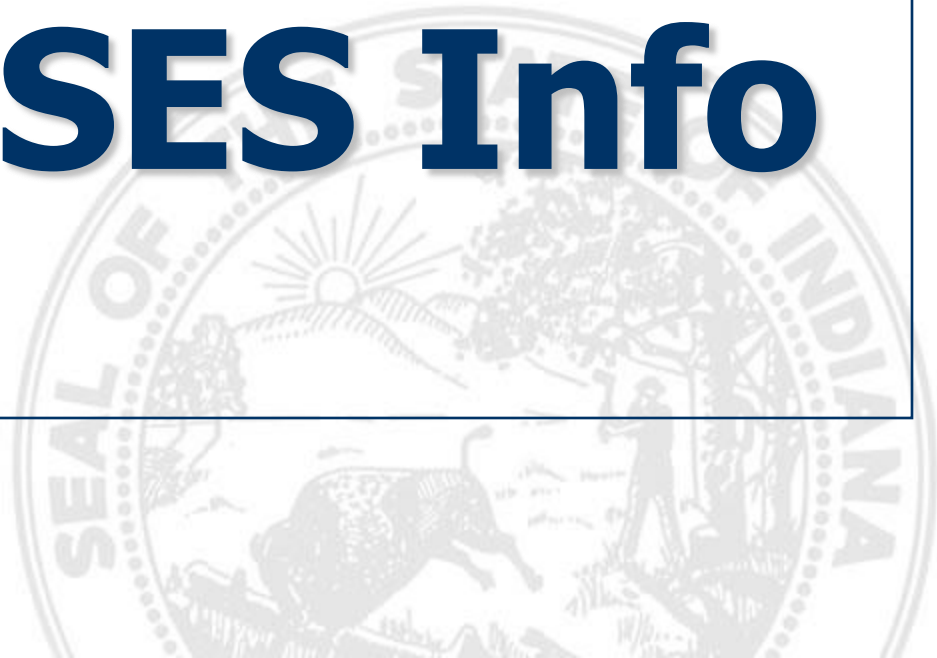
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Implementation Review



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Website: Choice/SES Info



District Websites:

**For SES: See IDOE's SES Policies Section 13.0(c) (C1-C4) and SES Non-Regulatory Guidance G10-G13*

**For Choice: See D-8 in Public School Choice Non-Regulatory*

- **Choice and SES information should already be posted on the district's website;**
- **List the number of students eligible for SES and the number of students who participated (when available);**
- **Include district's provider list and locations for tutoring (when available);**
- **List student populations providers can serve;**
- **Should describe district's enrollment process and timeline;**
- **Can include district's 20% set-aside and PPE for SES;**
- **Information should be updated each year and any time more information is available.**



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SES Agreements



SES Agreements/Student Learning Plans:

- **Parent Consultation (signature or documentation of 3 different methods attempted for consultation);**
- **Districts must review the agreement to ensure that it is appropriate for the student and that the district agrees with the goals;**
- **Districts must double check the Payment Chart to make sure it matches the chart from the SES Contract;**
- **Track unexcused missed sessions for students – the maximum number of absences district allows is disclosed in the agreement.**





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Invoicing



Invoicing Tips:

Before paying invoices Double Check:

- **District has verified that the students listed on the invoice actually qualify for SES and the provider was approved by the district to serve each student;**
- **Invoice includes the student's full name, how many sessions each student attended, dates the student attended sessions, etc.,;**
- **District has verified that the amount the provider is charging per session in each invoice is the same as the amount listed in the SES Contract and SES Agreement (as applicable);**
- **District has verified invoice includes the required components;**
- **Provider has submitted the district's required additional documents with the invoice such as attendance logs, student/parent sign-in sheets, criminal background checks, etc.**



Invoicing Tips:

- Compare student names included in each invoice to student names the district has already given to providers to begin tutoring services with;
 - If the provider hasn't begun with students in the timeframe that was agreed to in the SES Contract or SES Agreement/Student Learning Plan, **contact the provider and parent to obtain an explanation;**
 - If student moved or parent is no longer interested, cancel the agreement with this student and notify the provider;
 - If student is still interested but hasn't shown up for the sessions, try to assist the parent with beginning services;
 - If provider shares the provider simply has not started with the student **1)** ask parent if they would like to select another provider and assist the parent, **2)** notify the provider that as per the SES Contract, the district has the authority to cancel the agreement with the student if the provider did not begin services in a timely manner, **3)** cancel the provider's agreement with the student.





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Verification & Tracking



Formula to calculate max number of SES students district can serve:

TOTAL SES SET-ASIDE FUNDS *This amount is fluid as it depends on how much the district needs to expend on Choice and how much the district spends on parent outreach	÷	PPE for Supplemental Services	=	Maximum Number of Children That Can Receive Supplemental Services



Tracking Information:

- Districts must **track SES enrollment numbers** for the district as a whole to ensure the district does not exceed the maximum number of students the district can serve with its SES funding;
 - Districts must **track provider enrollment numbers** to ensure providers are not exceeding the maximum number of students agreed to in the SES contract;
 - Districts must track the **total amount expended for each provider** to ensure that the district is not exceeding the maximum contracted amount for that provider;
 - Districts must **track the amount of funds being spent for each SES student** to ensure that the district is not paying for tutoring costs beyond the district's PPE amount for a student.
- * Districts may be asked to submit this information in IDOE reports periodically throughout the school year*





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Conflict Resolution



Conflict Resolution:

- **See Conflict Resolution Steps in Appendix P of IDOE's SES Policies & Procedures;**
- **Attempt to resolve the issue as much as possible at the local district level first;**
- **At this stage, IDOE should only be contacted if there are questions or further clarification is needed...*NOT* to file a complaint, as all efforts must first be made at the district level.**





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Criteria

when spending less than the 20% set-aside and planning to use the unexpended amount on other allowable activities (i.e. amending to move Choice/SES funds)



New Requirement:

See SES Non-Regulatory Guidance Sections LI-L25

- **If a district spends less than an amount equal to 20% of its set-aside, the district must either:**
 - spend the remainder of the unexpended amount in the subsequent school year on choice-related transportation and SES. The LEA must spend the unexpended amount in addition to the funds it is required to spend to meet its 20 percent obligation in the subsequent school year.
 - or**
 - Meet specific criteria if the district intends to spend the unexpended amount on other allowable activities



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New Requirement:

- ***Criteria a district must meet to use unexpended funds on other allowable activities (i.e. via an amendment)***
 - Partner with outside groups to inform families about SES
 - Provide timely and accurate notice to parents
 - Ensure enrollment forms are sent directly to eligible families and are widely accessible
 - Offer at least 2 enrollment periods at separate points in the school year
 - Allow providers to use school space in a fair, open, and objective manner
- ***Must complete verification form and submit documentation criteria has been met***
- ***See SES Non-Regulatory Guidance (Sections L1-L25) and IDOE's SES Policies & Procedures Section 13.0(b)(B2)(i - iv)***





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Monitoring & Evaluation of SES Providers

Overall Evaluation:

- **See Monitoring & Evaluation Overview**
- **Annually, IDOE completes an *Overall Evaluation* of each SES provider based on scores in 3 categories:**
 - **Service Delivery, Customer Satisfaction, & Academic Effectiveness**
- **Grades are based on feedback and results from the following sources:**
 - **1) Parent Surveys**
 - **2) District Surveys**
 - **3) Principal Surveys**
 - **4) Onsite Monitoring Visits**
 - **5) Provider Data Forms**
 - **6) ISTEP+ results**



Available on SES Website:

Click on Provider Overall Evaluation Reports:

- **2005-2006, 2006-2007, & 2007-2008 Individual SES Provider Overall Evaluation Reports;**
- **2005-2006, 2006-2007, 2007-2008, & 2008-2009 Individual SES Provider On-Site Monitoring Reports.**



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THE VISION

The academic achievement and career preparation of all Indiana students will be the best in the United States and on par with the most competitive countries in the world.



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Thank You:

- **IDOE appreciates the dedication and hard work of all district and school staff**
- **IDOE appreciates your commitment to helping Indiana youth improve their academic achievement**



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